



STARS
Student Tracking and Reporting System

DC STARS Student Information Manager Guide
eSIS version 11.1
Version 2

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Student Tracking and Reporting System

DC STARS Student Information Manager Guide

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Overview

The DC STARS Student Information Manager guide is designed to provide detailed information on entering and managing student data. The guide also provides the user with detailed instruction on admitting and withdrawing students in addition to adding, and editing critical student and school information.

Objectives

Upon completion of this session participants will be able to:

- Perform general and specific queries
- Use tools and menus to locate and enter student information
- Locate, enter, and update pertinent information on the seven student demographic screens
- Admit students
- Withdraw students
- View student mark information inclusive of advisory grades, credit details, and diploma information
- View student course selections
- View attendance data
- Generate reports
- Identify the most commonly used reports
- Enter and edit general school data
- Manage homerooms
- Add rooms

Participant Pre-requisites

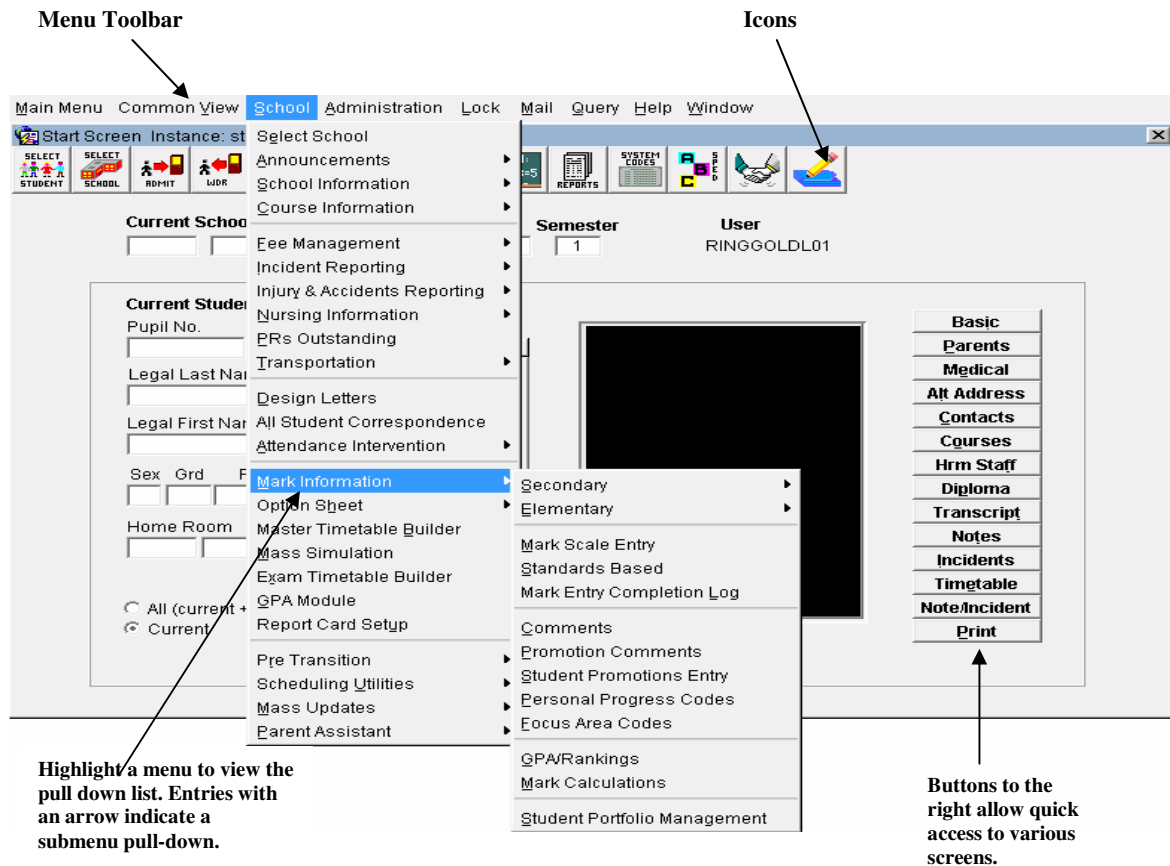
DC STARS Overview Training Session



1.0 Start Screen

The start screen is home base for DC STARS. From here all functions are easily accessed using menus, icons and navigational buttons.

DC STARS icons positioned on the top of the **Start Screen** just below the menu bar give quick access to areas of functionality such as Admitting and Withdrawing a student, Reports and the Attendance module.





2.0 Using the Query Function to Access Student Information

DC STARS has a very powerful and flexible query function. It can be used to filter records in your search and find specific information as quickly as possible. A query has three basic steps: 1) put the window in query mode 2) specify search criteria 3) execute the search. Queries may be performed by using either the Query Menu area of the main menu bar, or by using the F7 and F8 function keys.

2.1 Performing a Query Using the Query Menu

2.1.1 Select **Enter** for query mode.

2.1.2. Enter the criteria in any of the fields you want to query on.

2.1.3 Select **Execute** from the query menu to execute the query.



2.2 Performing a query using the F7 and F8 function keys

The **F7** function key can be used in place of **Enter** on the query menu. The **F8** function key can be used in place of **Execute** on the query menu. Holding the **Ctrl** and **Q** keys simultaneously cancels the query.

2.2.1 To begin a query, press the **F7** key on the keyboard. This clears the current record and launches query mode. Read the message line at the bottom of the screen for the status of your query.

Always read the message line to confirm that information entered has been applied and saved. It also provides information and reasons why certain records may not be created or changes may not be applied.



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2.2.2 To retrieve all student records, press **F8**. The vertical scroll bar to the right of the pupil information is activated to provide access to multiple records.

2.2.3 To query specific student records, enter the information such as Name, Pupil No, etc. and press **F8**.

2.2.4 Selecting the **Current** radio button queries current students.

2.2.5 Selecting the **All** radio button queries current and withdrawn students.

Before Pressing F8

After Pressing F8

The Scroll bar becomes active
providing access to multiple records.



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2.3 To obtain a count of student records

To learn the number of student records that meet particular search criteria, while on the start screen, press the **F7** key to enter Query mode, enter query selection and then click **Shift + F2**. The count will display at the bottom of the screen.

2.4 Using the Wildcard when querying

The wildcard (%) function can be used anywhere in a query. Using the wildcard you can query using partial information to obtain the entire piece of information. You may put only a part of the last name of a student to get all the information about that student. Johnson can be queried as Jo% son if you are unsure of the spelling. This will retrieve both Jonson and Johnson.



3.0 Accessing Student Demographic Information

Individual student demographic information can be accessed by using the **Start Screen** to query the student in question and by using the appropriate button or menu, to navigate to the required piece of information. To retrieve information on a student, query on any of the fields available on the screen. The two most appropriate fields are Pupil No. or Last Name. Remember to use the wildcard if you are uncertain about spelling.

3.1 Basic Student Demographics Screen



Navigation Path: Start Screen > Basic Button > Basic Student Demographic Screen

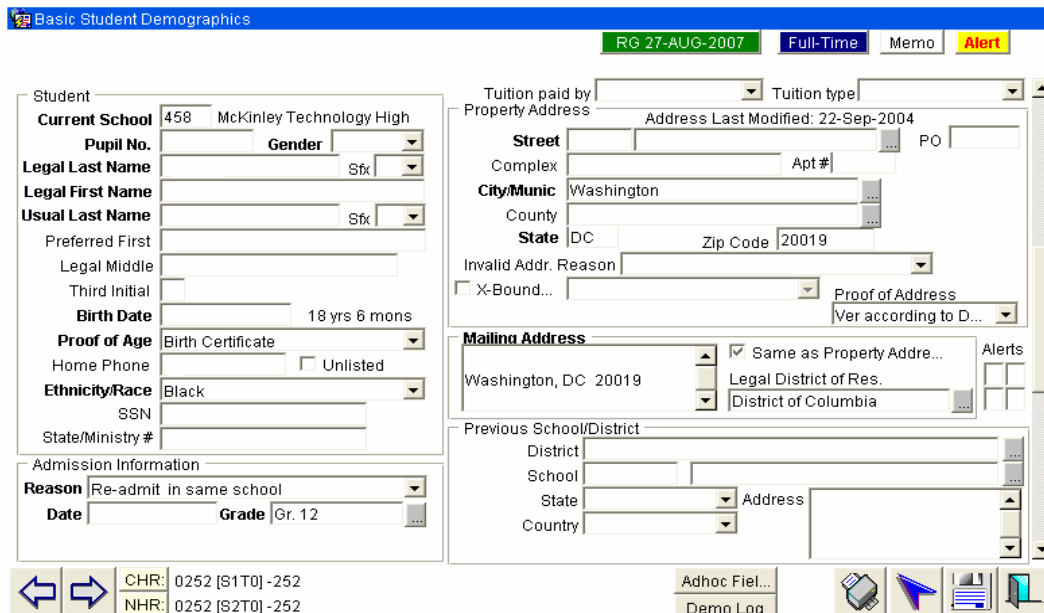


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This screen is the first of seven possible screens in the student demographic loop. Using the Back  or Next  arrow keys allows you to move through the different demographic screens.



- **RG 29-AUG-2007** This is the date of registration. Actual registration occurs the first day a student attends school.
- **Full-Time** The system determines this status by calculating the number of course minutes for which a student is scheduled.
- **Memo** This feature allows a user to enter an inter-school memo that will follow the student to other schools. Click to enter or to view contents. The button is blue if it contains information and grey if not.
- **Alert** Click to view alert information such as details regarding a life threatening condition.



Basic details for the student can be viewed or entered here. Required fields include:

- **Legal Last Name**
- **Legal First Name**
- **Gender**
- **Birth Date:** Is used to calculate age.
- **Proof of Age:** The applicable proof of age is chosen from the drop down
- **Ethnicity**
- **CHR, NHR:** Current Homeroom, Next Homeroom
- **Adhoc Field:** Click this button to enter or view information on the Enter Adhoc Fields screen.
- **Demo Log:** Click this button to view a log of changes to demographic information.

Student Address Information

- **Street:** Is chosen from a valid address table
- **Invalid Address Reason:** If an “Out of District” address is entered, an acceptance reason must be selected.
- **X-Boundary:** When checked, this indicates that the current school of enrolment is outside the school boundary for the property address. The school associated with the property address is listed to the right.
- **Proof of address:** Applicable proof of address is selected from the drop down menu.

Admission Information

- **Reason for admission**
- **Date of Admission**



3.2 LCD Information Screen

Navigation Path: Start Screen > Basic Button > Basic Student Demographics Screen > Right Arrow (once) > click on Lang/Eth (Language/Ethnicity) tab. OR Start Screen > Common View > LCD Information > Click on Lang/Eth (Language/Ethnicity) tab

Select the
Lang/Eth tab

Select the
student's First
Language in
the First
Language field

Select the
student's
Language
spoken at
home in the
Lang at Home
field



3.3 Student Miscellaneous Information Screen

Navigation Path: Start Screen > Basic Button> Basic Student Demographics Screen > Right Arrow (twice) > Click On Miscellaneous Tab OR Start Screen > Common view > Student Miscellaneous Information > Click On Miscellaneous Tab

This screen is used to set the family courier, using the family courier allows the school to generate one mailing label per family, instead of per sibling. Select one student per family as the Family Courier. Keep in mind that when a student is admitted the **Family Courier** field is checked by default. So if there are multiple family members attending the same school, deselect the checkbox for the other family members that are not to be the family courier.

Student Miscellaneous Information

458 McKinley Technology High Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9118153 Abdullah Asia F 03/26/1989 12

Permissions Records Miscellaneous Locker

External Ref. #
For Library System
For Point of Sale System
For Textbook System
Migrant Id #

Old Pupil No.
Social Sec. No.
Emerg. Closure

Mother Deceased
Father Deceased
☒ Family Courier

☐ Interpreter Required
☐ Requested Materials in Another Language

Select the Miscellaneous Tab

Select or Deselect the Family courier box as appropriate



3.4 Parent Information Screen

**Navigation Path: Start Screen > Basic Button > Basic Student Demographic Screen
> Right Arrow (three times)
OR Start Screen > Parents Button**

The parent information screen is where all pertinent parental/guardian information is entered and stored. The information can include legal parents, step-parents, legal guardians and those who may have court access to the student.

The screenshot shows the 'Parent Information' window in the DC STARS system. It includes a menu bar (Action, Edit, Record, Query, Common View, Navigate, Lock, Help, Window) and a toolbar. The form is divided into several sections: Student Information (School, Pupil Number, Legal Last Name, Suffix, Legal First Name, Gender, Birth Date, Grade, Middle Name), Parent Information (Custody, Living With, Court Access, Parents), and detailed Parent Data (Type, Last Name, First Name, Address, Language, Correspondence Language, Speaking English, Copy of Correspondence, Willing to volunteer, Work on Govt Property, Place Of Employment, Occupation, Business Phone, Extension, Home Phone, Cellular Phone, Fax #, Pager #, E-mail Address, Educational Level, Military Employee?, Available At Work?, Migrant Worker?, Unlisted?, Voice Mail, Pin #, Pager Ext.). Navigation buttons like 'Enter Memo', 'Photo', 'Make C/O', 'ADD', and 'DEL' are at the bottom.

The following fields are required on the Parent Information Screen:

- **Type, Last Name, First Name, and Address**
- If the **Living With Student** is checked DC STARS will create a mailing label for the parent(s) with whom the student resides.
- When the **Same as Student's Address** field is checked, DC STARS will automatically populate student's address into the address field.
- Use the **Correspondence Language** drop down box to select from the available languages.
- If you check the **Copy of Correspondence?** Field, DC STARS will create a mailing label for the parent(s) who wishes to receive copies, although not living with the student.



- To correctly format a **Home Phone**, **Business Phone** or **Cellular Phone** number, hit the Tab key on your keyboard after entering the 10 digit number in its corresponding field.
- Do not populate the **Migrant Worker?**



- Click the SAVE button to preserve your work.

3.5 Emergency Contacts Screen

Navigation Path: Start Screen > Basic Button > Basic Student Demographics Screen > Right Arrow (four times) OR Start Screen > Contacts Button

The Emergency Contacts Screen stores information about emergency contacts including parents or guardians.

District of Columbia Public Schools Student Information System

Action Edit Record Query Common View Navigate Lock Help Window

Emergency Contacts

287 Murch Elementary School Homeroom 206 - Schafer, Elizabeth

Pupil Number	Legal Last Name	Suffix	Legal First Name	Gender	Birth Date	Grade	Middle Name
9217049	Ashley Jr		Michael	M	02/23/2000	02	Van

Emergency Contact

Call Sequence	Last Name	First Name	Relationship
1	King	Andrea	Emergency contact

Language: English

Address: (Grand Mother)

Place of Employment:

☐ Can pick up student?

Notes:

Home Phone: Unlisted? Work Phone: Extension:

E-mail Address: Fax #: Voice Mail:

Cellular Phone: (202) 664-0396 Pager #:

Navigation buttons: Left Arrow, Right Arrow, ADD, DEL, Print, Save, Exit

Use the Call Sequence field to associate a number with a contact to designate the order in which a contact should be called.

You MUST select the ADD button to add information for another contact.

- For each emergency contact record, the Last Name and First Name fields on the Emergency Contacts Screen are mandatory fields, complete the remaining fields with the information that you have been provided with.
- Click the ADD button to enter additional Emergency Contacts for a student. Click the Delete button to delete an Emergency Contact for a student.



- Use the vertical scroll bar to view multiple Emergency Contacts for each Student.

**Navigation Path: Start Screen > Basic Button > Basic Student Demographics Screen
> Right Arrow (five times) OR Start Screen > Hrm Stff**

Homeroom and Staff Assignments

324Takoma Educational CenterHomeroom0800 -

Pupil NumberLegal Last NameSuffixLegal First NameGenderBirth DateGradeMiddle Name

90489709048970M02/11/199408

Staff Assignments

(Assign HRoom before St. Assign)

CounselorMentor/AdvisorCase Manager?

?Del?Del

☒ Current Year☐ Next Year

Home Rooms

SAddDelete

10800 - GANT, PAMELA 0800 (S1T0)

	Course	S	T	D	P	Teacher	Room
HC4	HC4	80	0	0	1	01	0701
E02	English 8	80	0	0	1	02	GANT, PAMELA 0800
SS4	Science 8	1	0	0	1	03	0702
M08	PreAlg	80	0	0	1	05	CHATMON, MARY 0801
EL0	LIB	1	0	0	2	03	DEF
A04	Art 8	1	0	0	2	04	GARNER, CARMEN
P12	Hlth&PE 8	81	0	0	2	05	GARNER, CARMEN 0405

Photo

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3.7 Recording Medical/Health Information

Navigation Path: Start Screen > Basic Button > Basic Student Demographics Screen > Right Arrow (six times) OR Start Screen > Medical Button

The Medical/Health Information Screen is used to record Student Medical Information. Doctors, dentists, and other health professionals may be included. Information may be entered or viewed on this screen. The Medical section of the window stores general health care information. This includes serious allergies or life threatening conditions, and any special requirements concerning them.

Medical/Health Information

452 Ballou Senior High School Homeroom No Homeroom

Pupil Number 9032005 Legal Last Name Baker Suffix Legal First Name Thomas Gender M Birth Date 01/09/1993 Grade 09 Middle Name

Medical Information

Doctor Name Henry Smith Phone (202)407-0800

Dentist Name Phone

Health Ins/Medicaid Accident Ins? ☐

Insurance Carrier Name

Preferred Hospital

Permission to Transport ☐

Allergies and Health Conditions

Bee Sting Allergy

Life Threatening? Yes ☐ Other

Last Physical Exam

Date 08/08/2007

Pass/Fail Pass

Athletic Status

☒ Full Physical ☐ Alternate Physical

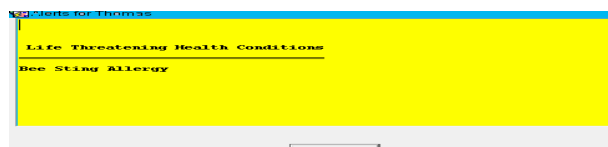
Med Type

PRN	Med Type	Dosage	Route
<input checked="" type="checkbox"/>	Not Used		
<input type="checkbox"/>			
<input type="checkbox"/>			

Add Delete

Specialists Other Health Factors Immunization Fast Entry Childhood Diseases

Alert If the Allergies and Health conditions field includes a Life Threatening condition, setting the field to yes will automatically generate an entry with this information in the yellow ALERTS window.





Medical/Health Information

452 Ballou Senior High School Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9032005 Baker Thomas M 01/09/1993 09

Medical Information

Doctor Name Henry Smith Phone (202)407-0800

Dentist Name Phone

Health Ins/Medicaid Accident Ins? ☐

Insurance Carrier Name

Preferred Hospital

Permission to Transport ☐

Allergies and Health Conditions

Bee Sting Allergy

Life Threatening ? Yes

Other

Last Physical Exam

Date 08/08/2007

Pass/Fail Pass

Athletic Status

☒ Full Physical ☐ Alternate Physical

PRN Med Type Dosage Route

☒ Not Used

☐

☐

Add Delete

Specialists Other Health Factors Immunization Fast Entry Childhood Diseases

To enter additional health factors on the student's record, click on the **Other Health Factors** button. The Other Health Factors Screen will display.

Other Health Factors

452 Ballou Senior High School Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9032005 Thomas M

Other Health Factors

Description	Narrative	Date Began
Asthma (old table)	Student was diagnosed with asthma 07/16/08. He carries an inhaler with hi	07/16/2008
Migraines (old table)		

ADD DEL

Click on the ? within the **Description** field to open the drop down list. Highlight the appropriate health condition in the drop down list and click **OK**. Place your cursor in the free form text **Narrative field**; enter details about the health condition. Click the **ADD** button to enter another health condition. Click the **SAVE** button to preserve your entries.



4.0 The Print Quick Access Button

Clicking the **Print** quick access button allows you to quickly view and print a variety of information for a specific student.

Main Menu Common View School Administration Lock Mail Query Help Window

Start Screen Instance: stars Rel. 10.1

SELECT STUDENT SELECT SCHOOL ADMIT MDR CALL TO OFFICE

Current School Selected 452 Semester 1 User RINGGOLDL01

Current Student Selected **Alert**

Pupil No. Not Registered Full-time

Legal Last Name Suffix

Legal First Name Regina

Sex Grd Phone No. Birthdate

F 09 (202)248-2965 02/24/1993

Home Room Withdraw Date

A115 Teacher, New Ma

☐ All (current + wdr) ☒ Current

Basic
Parents
Medical
Alt Address
Contacts
Courses
Hrm Staff
Diploma
Transcript
Notes
Incidents
Timetable
Note/Incident
Print

Action Edit Block Field Record Query Lock Help Window

Hot Print

Pupil No. Name Regina

☒ Office Index Card ☐ Status Sheet

☒ Report Card ☒ Student Transfer Form

☐ Attendance Summary ☐ Notes

☐ Condensed Attendance Summary ☐ Suspensions/Notes/Disciplines

☐ Yearly Attendance Card ☐ Student Medication History

☒ Timetable ☐ Student Screening History

☐ Timetable Next Year ☐ Student Verification Form

☐ Student Transcript ☐ Immunization

☐ Interim Report ☐ Withdraw Form

Printer icon

Place a ✓ in the box next to the report you would like to run. Select the Printer icon to view each report.



5.0 Viewing Admission/ Withdrawal History

Navigation Path: Main Menu > Change Student > Adm/Wdr Histor

This screen records a student's admission and withdrawal history.

Admission/Withdraw Maintenance

452 Ballou Senior High School Homeroom No Homeroom Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Admission Status

Admission/Withdraw History				Ministry/						
Effective Date	AWW	A	W	Description	Admit Sch.	State #	Prev Sch	District #	Next Sch.	Hrm
11/13/1996	A	2		New - No prior school exp	249	249				
09/22/1997	A	5		Transfer within LEA	307	307	249	1		
10/09/1997	W		5	Non-payment of tuition	249	249			307	
06/19/1999	W		3	Transfer outside DC	307	307				
10/04/2005	A	1		Re-admit in same school	352		307	1		
06/29/2007	W		0	Unknown	352					
09/04/2007	A	5		Transfer within LEA	452	452	352	1		

Register Attendance

The Admission/ Withdraw Maintenance Screen can provide you with several key pieces of student data:

An **A** is displayed in the **Admission/Withdrawal Indicator (A/W)** field if the student has been admitted but not withdrawn, a **W** is displayed in this field if the student has been withdrawn.

In the **Description** field, you will see either the admission description as previously entered in the **Admission Reason** field on the **Basic Student Demographics** Screen or the withdrawal description as previously selected on the **Withdraw Student** screen.

In the **Admitting School (Admit Sch)** field, the school number of the school admitting the student is displayed.



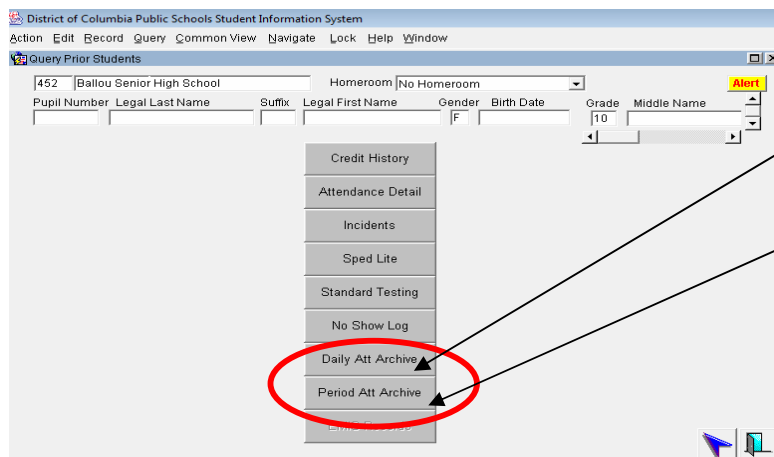
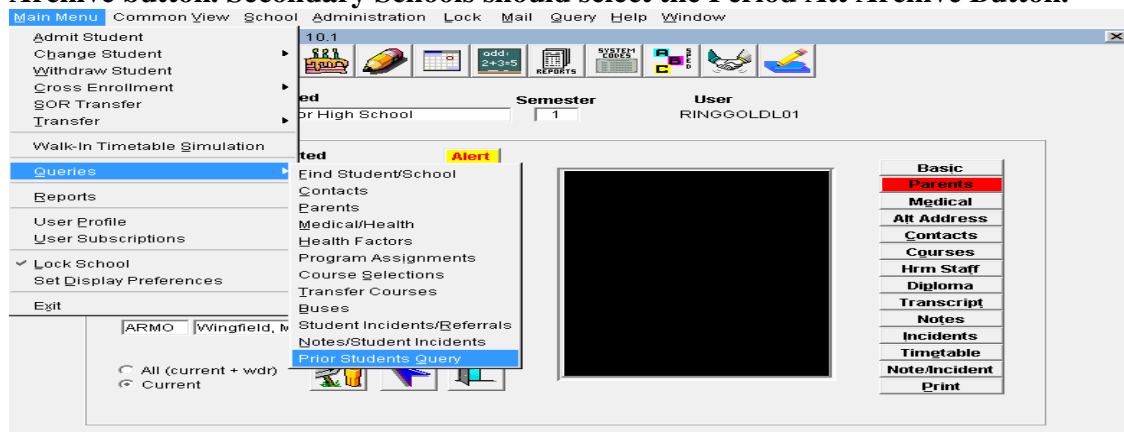
The **Previous School (Prev Sch)** field displays the school number of the school that the student previously attended, if applicable. Similarly the next school that the student will attend, if applicable will display in the Next School (**Next Sch**) field. You can find the school name associated with any school number on the DC STARS homepage.

The **Homeroom** field displays the homeroom to which the student was assigned on the **Basic Student Demographics** screen.

6.0 Viewing Historical Attendance Detail

The **Daily and Period Attendance Archive** Screens can be used to view a student's historical attendance data.

Navigation Path: Main Menu > Queries > Prior Students Query > Daily Att Archive button. Secondary Schools should select the Period Att Archive Button.



Select Daily Att Archive for Elementary Schools

Select Period Att Archive for Secondary Schools



This screen displays student absences recorded during the previous school year.

Date	Absent Code	Reason Code	School	School Year	Sign In/Out	Course Code
09/22/2006	L		452	2006		E95
10/02/2006	L	un.Tardy Unexcused	452	2006		M21A
10/03/2006	L	un.Tardy Unexcused	452	2006		M21A
10/16/2006	L		452	2006		E03A
10/18/2006	L		452	2006		E03A
10/19/2006	A		452	2006		E03A
10/23/2006	A		452	2006		E95
10/23/2006	A		452	2006		M21A
10/25/2006	A		452	2006		E95
10/26/2006	L		452	2006		E95

7.0 Viewing Student Course Selections

Navigation Path: Start Screen > Courses Button

A student's courses for the current school year can be viewed on the Student Course Selections Screen including such details as:

Course	Sec	Course Name	S	T	D	P	Teacher N.
HC6R	01	WORLD HISTORY AN	1	0	0	01	Roberts, L
M21R	01	ALGEBRA I	1	0	0	02	Teacher, N
E03R	02	English I	1	0	0	03	Harris, Var
P26	10	HEALTH EDUCATION	1	1	0	04	Young, Fra
P27	08	PHYS EDUCATION	1	2	0	04	Young, Fra

- The **Counselor** Field may be set to the student's assigned counselor.
- **Minutes** show the total scheduled course minutes for the student.
- **F/P** indicates a student's Full Time or Part Time status.
- The **Current YR/Next YR** radio buttons indicate whether you are currently viewing a student schedule in the Current school year or the Next school year.
- The **Counselors Alert** button accesses a memo window where counselors can add their notes pertaining to the student.





8.0 Viewing Advisory Grades by Class

Navigation Path: Start Screen > Mark Entry Icon

Student advisory grades may be viewed on the Mark Entry screen. You can access detailed advisory grade information following these simple steps:

- Scroll to the correct advisory period on the Reporting Period field within the **Marking Periods** block.
- Highlight the correct row within the **Classes** block.

Mark Entry

School Name
458 SCHOOL NAME 159

Marking Periods

Course Length	Start Date	
36 Weeks		
Reporting Period	Abbr	End Date
First Advisory		

Classes

Course	Section	Teacher	Room
E03	01	Smith, John	153
E03	13	Smith, John	380
E03	14	Simconis, Alexandra	254
E03	22	Simconis, Alexandra	254
E03	23	Simconis, Alexandra	254
E03	A1	Smith, John	380

Students

Click on the Students button to reveal the grade data on the Mark Entry Screen.



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Mark Entry □ ×




School Name 159

Report Class 14 Count

Students in Class

Last Name	First Name	Pupil No	Mark	Prev	Abs	Late	Comment
Alcorn	Toma	8411361	C		0	0	View ? ? ? ? ?
Andrews	Kelly	8280105	A		1	0	View ? ? ? ? ?
Becker	Carlee	8407146	C		0	0	View ? ? ? ? ?
Brawn	Carlos	8499114	B		0	0	View ? ? ? ? ?
Burrus	Pricilla	9009397	C		0	0	View ? ? ? ? ?
Cuuk	Zachary	8229733	B		0	0	View ? ? ? ? ?
Davila	Nicholas	9013704	C		1	0	View ? ? ? ? ?
Finch	Pierce	9004549	C		0	0	View ? ? ? ? ?
Harden	Kendrick	9005987	B		0	0	View ? ? ? ? ?
Joyner	Dahwa	8217101	B		0	0	View ? ? ? ? ?
Kendrick	Carmen	9101435	C		0	0	View ? ? ? ? ?
Marks	Breyanna	8519225	C		1	0	View ? ? ? ? ?

☒ Mark entry is complete

- The student's **Last Name** and **First Name**
- The grade earned by the student in class during the advisory period (**Mark** field)
- The student's pupil number (**Pupil No** field)
- The grade earned by the student for the class during the prior marking period (**Prev** field)
- The number of days the student was absent from this class during the advisory period. (**Abs** field)
- The number of days the student was tardy for the class during the advisory period (**Late** field)
- Details about the student's behavior in class are listed in the **Comments** field; click on the question mark (?) button to display text that can be inserted as comments.



9.0 Viewing Credit Details

Navigation Path: Start Screen > Common View > Credit Details

Credits earned throughout a student's academic career display on the Credit Detail screen, including such detail as:

Course Code	Course Desc.	Sec.	Final M...	Compl. Date	Drop Date	Earned Cr.	Potential ...	Crs. Gr. Lvl	Di
E24	Test Taking Strate	77	C	01/20/2006		0.000	?.000	Gr. 06	
I12	General Shop II	77	C	01/20/2006		0.000	?.000	Gr. 07	
AA8	Citizenship	77	S	06/14/2006		0.000	?.000	Gr. 06	
B17	Exploratory Keybo	77	A	06/14/2006		0.000	?.000	Gr. 06	
E01	English 7	77	D	06/14/2006		0.000	?.000	Gr. 07	
C35A	Life Management	01	C	06/14/2006		0.000	?.000	Gr. 06	
S01	Life Science	77	C	06/14/2006		0.000	?.000	Gr. 07	
H11	Western Hemispt	77	D	06/14/2006		0.000	?.000	Gr. 08	
M07	Mathematics 07	77	C	06/14/2006		0.000	?.000	Gr. 07	

- The name of the diploma (**Diploma**) field that the student is working toward
- The Credits portion of the screen displays the:
 - The code for the course the student completed (**Course Code**) field; click on the? to display a list of values from which you may choose an alternate code
 - The name/description assigned to the course (**Course Desc**) field
 - The course section number assigned to the course (**Sec**) field
 - The student's achievement for the course (**Mark**) field
 - The date the course was dropped (**Dropped Date**) field
 - The number of credits earned to date for the course (**Earned**) field
 - The number of potential credits that could be earned for the course, the credit value granted if the student passes the course (**Potential**) field
 - The category into which the diploma falls (**Dip Cat**)



10.0 Viewing Diploma Information

Navigation Path: Start Screen > Common View > Diploma

The student diploma screen displays a student's current status of diploma requirements.

Student Diploma Screen

452 Ballou Senior High School Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Diploma Type Intended Career Development Program Bound For

DCPS 23.5-CU ?

Diploma Dates Career Dev. Progress

Service Learning Hours 100.0
S.S.L. 30.0
State#

	Option	Required	Earned	Needed	Waived	Assoc CDP
For Diploma		23.500	10.000	13.500		
Compulsory		19.000	10.000	9.000		
Optional		4.500	0.000	4.500		
English		4.00	2.00	2.00		
Science		2.00	1.00	1.00		
Math		2.00	0.00	2.00		
Algebra		1.00	1.00	0.00		
Lab Science		1.00	1.00	0.00		
DC History		0.50	0.50	0.00		
U.S. Government		0.50	0.00	0.50		
U.S. History		1.00	0.00	1.00		

Eqv. Credits Granted : 0.000 Total Credits Earned To Date : 10.000

Ranking School and Date
No School Data

	Unweighted	Weighted
Rank		
Rank Out Of		
GPA	3.2800	3.2800

Custom GPA and Rank

Analyze Diploma

GPAs Ind Course Plan S.S.L. Detail
Subst. Courses Equivalent Credits Middle School C.

- The name of the diploma (**Diploma Type**) field that the student is working toward.
- The Diploma Dates button retrieves the Diploma Dates canvas where you will find the Diploma Met, and the Diploma Issued Dates.



10.1 Changing the student's Diploma Type

DCPS 24 CU is the default diploma type, in order to change the diploma type

1. Click the **Analyze Diploma** button on the Student Diploma Screen.

Student Diploma Screen

463 DCPS School 179 Homeroom 109 - TEACHER 48214

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9058946 Abernethy Andrea F 11/01/1993 11

Diploma Type Intended Career Development Program Round For

DCPS 24-CU ?

Diploma Dates Career Dev. Progress

Service Learning Hours 100.0
S.S.L. 0.0
State# 100133548

	Option	Required	Earned	Needed	Waived	Assoc CDP
For Diploma		24.000	6.000	18.000		
Compulsory		20.500	4.500	16.000		
Optional		3.500	1.500	2.000		
English		4.00	1.00	3.00		
Science		1.00	0.00	1.00		
Lab Science		3.00	1.00	2.00		
Algebra		2.00	1.00	1.00		
Geometry		1.00	0.00	1.00		
Math		1.00	0.00	1.00		
World History		2.00	1.00	1.00		
U.S. History		1.00	0.00	1.00		

Eqv. Credits Granted : 0.000 Total Credits Earned To Date : 6.000

Ranking School and Date
No School Data

	Unweighted	Weighted
Rank		
Rank Out Of		
GPA		

Custom GPA and Rank

GPAs Ind Course Plan S.S.L. Detail
Subst. Courses Equivalent Credits Middle School C.

Analyze Diploma



2. Select the appropriate diploma type from the Eval. Dipl. Drop down menu.
3. Click Yes when asked if you would like to keep the existing manual overrides when evaluating this Diploma?

STU555 - Analyze Diploma

463 | DCPS School 179 | Homeroom | No Homeroom

Pupil Number: 9058946 | Usual Last Name: Abernethy | Suffix: | Legal First Name: Andrea | Gender: F | Birth Date: 11/01/1993 | Grade: 11 | Middle Name: |

Current Dipl.: DCPS 24-CU | Required: 24.000 | Earned: 6.000 | Needed: 18.000 | Waived: 0.000

Eval. Dipl.: Certificate

Eval. Type: ☒ Current ☐ Potential ☐ Future

Ty...	Course Code	Sect...	Year	Cr. Va...	Prim.	Alt. 1	Alt. 2	Alt. 3	Curr. As...	Manual Ovr.	Credit Assignment Detail
C	M21	05	2007	1.000	ALG				ALG		ALG: 1.000
C	E03	06	2007	1.000	ENG				ENG		ENG: 1.000
C	R05	06	2007	1.000	VOC						Otr: 1.000
C	HC5	01	2007	1.000	HIS				HIS		HIS: 1.000
C	U17	15	2007	0.500	MUS				MUS		
C	B22	04	2007	0.500	VOC						
C	S21	08	2007	1.000	LAB	SCI			LAB		
P	N47H	01	2008	0.000							
C	E50	06	2007	0.000	ENG						
C	R06	05	2007	0.000	VOC						
P	A09	07	2008	0.000	ART						
P	E04L		2008	0.000	ENG						

Change Evaluation Diploma

Would you like to keep the existing manual overrides when evaluating this Diploma?

Please click "Cancel" to stop the evaluation.

STU555 - Analyze Diploma

463 | DCPS 26 - Andrea Abernethy

Pupil Num: 9058946

Current Dipl.: | Eval. Dipl.: | Eval. Type: ☒ Current ☐ Potential ☐ Future

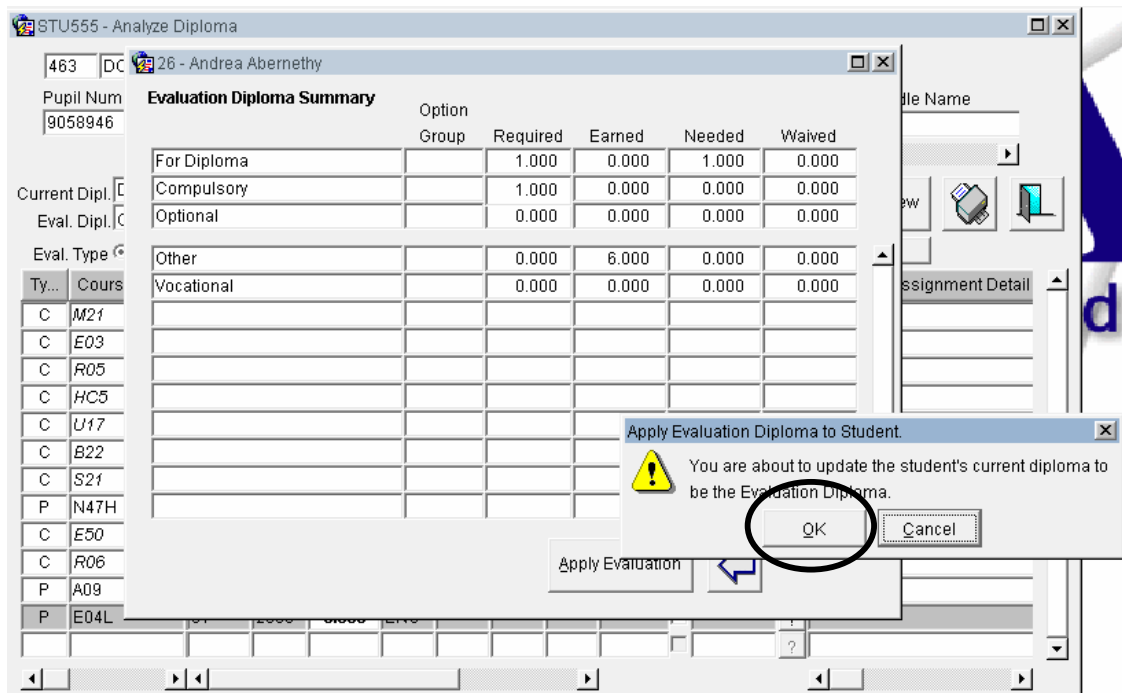
Ty...	Cours	Option Group	Required	Earned	Needed	Waived
		For Diploma	1.000	0.000	1.000	0.000
		Compulsory	1.000	0.000	0.000	0.000
		Optional	0.000	0.000	0.000	0.000
		Other	0.000	6.000	0.000	0.000
		Vocational	0.000	0.000	0.000	0.000

Apply Evaluation

4. Click the Apply Evaluation button.



5. Click OK to update the student's current diploma type.





10.2 Entering 9th grade start year.

The 9th grade start year is the year in which the student first started 9th grade, regardless of where that first 9th grade entry took. To enter the 9th grade start year

1. Click the **Basic** button on the Start Screen.

Start Screen Instance: train Rel. 11.1

Current School Selected: 456 DCPS School 172 Semester: 1 User: RINGGOLDL01

Current Student Selected: **Alert**

Pupil No.: 9253502 Not Registered Full-time

Legal Last Name: Wolfe Jr Suffix

Legal First Name: Omari

Sex: M Grd: 10 Phone No.: (202)000-2861 Birthdate: 02/07/1991

Home Room: ***** Withdraw Date:

☐ All (current + wdr) ☒ Current

Buttons: Basic, Parents, Medical, Alt Address, Contacts, Courses, Hrm Staff, Diploma, Transcript, Notes, Incidents, Timetable, Note/Incident, Print

Basic Student Demographics

Not Registered Memo Alert

Student: Current School: 998 DCPS School 224 Pupil No.: 9253502 Gender: Male

Legal Last Name: Wolfe Jr Sfx: Legal First Name: Omari Usual Last Name: Wolfe Jr Sfx: Preferred First: Omari

Legal Middle: Third Initial: Birth Date: 02/07/1991 18 yrs 5 mons

Proof of Age: Birth Certificate Home Phone: (202)000-2861 Unlisted: Ethnicity/Race: Black SSN: 100-24-1485 State/Ministry #: 100241485

Admission Information: Reason: New - From outside DC Date: 02/17/2009 Grade: Gr. 10

Tuition paid by: Tuition type: Property Address: Street: 4270 N Blount str Address Mod Date: PO: Complex: Apt #1302 City/Munic: Washington County: DC State: Zip Code: 20019

Invalid Addr. Reason: X-Bound... Proof of Address: New student, has 1...

Mailing Address: 4270 N Blount str APT #302 Wise DC 20019 Same as Property Addr... Legal District of Res. Alerts

Previous School/District: District: School: State: Address: Country:

Buttons: Adhoc Fiel..., Demo Log

2. Click the **Adhoc Fiel...** button on the Basic student Demographics screen.



3. Select the First Ninth Grade Year field and click the Change button.

Field Name	Entry Level	Data Type	Field Value	
Attendance Boundary	Enterprise	Drop Down		Change
Don't Release to Military	Enterprise	Check Box	Unchecked	Change
English Proficiency	Enterprise	Drop Down		Change
First Ninth Grade Year	Enterprise	Drop Down		Change
Immunization Compliant	Enterprise	Drop Down		Change
LEP/NEP Assessment (non-DCP)	Enterprise	Drop Down		Change
Lunch Code	Enterprise	Drop Down		Change
Name on Diploma	Enterprise	Character		Change
Transportation Types	Enterprise	Drop Down		Change
				Change
				Change
				Change
				Change
				Change

4. Select the appropriate school year that the student entered 9th grade.

Value

- Prior to 2003
- SY2003-04
- SY2004-05
- SY2005-06
- SY2006-07
- SY2007-08
- SY2008-09

Cancel

5. Click the Save button



11.0 Viewing Sped Lite Data

Navigation Path: Start Screen > SPED icon

Most of student's special education information is maintained in the Easy IEP system. The **Special Education Lite** screen displays details about the student's **Eligibilities** and **Least Restrict Env** (Least Restrictive Environment)

The screenshot shows the 'Special Education Lite' window. At the top, there are fields for Pupil Number, Legal Last Name, Legal First Name, Birth Date, Grade, and Gender. Below these are Ethnicity and SPED Grade. A tabbed interface is present with 'Eligibilities' and 'Least Restrict. Env.' tabs circled in red. The 'Eligibilities' tab is active, showing fields for School, Teacher, Start Date, End Date, Eval. Year, Screening Scr. Date, Assessment Date, Withdrawal Code, Delivery Level, Delivery Type, Reporting Grade, Except. Level, IEC, FTE, Identification, Ident. Date, and Written Plan W.P. Date. At the bottom right, there is an 'Enter Adhoc Fields' button circled in red, along with 'ADD' and 'DEL' buttons.

The **Eligibilities** tab displays the:

- students eligibilities
- The students School
- The Start and End Date are not the start and end dates for the student's eligibility, but the date the data came over from Easy IEP. Easy IEP must be accessed to obtain the actual start and end dates.

The **Least Restrict Env** tab displays the:

- Least Restrictive Environment
- Date on which the student was placed in the LRE (Start Date)
- Date on which the student was removed from the LRE (End Date)

Enter Adhoc Fields displays the: ***Data in these fields are populated by Easy IEP***

- Program (funding source)
- Special Ed Status



12.0 Viewing Student Attendance Data

Navigation Path: Common View > Student Absences

The Period Attendance-Student Absences Screen or the Daily Attendance-Student Absences Screen displays current year attendance information.

Period Attendance-Student Absences

458 School Name 159 Hrm 264 - Cohen,Rose RG 01-SEP-2004 Full-Time Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

8239143 Acosta Carmen F 06/16/1989 10

Father: Acosta Ernest (301)747-4300 ext.
Mother: Acosta Gwendlen (202)577-5737 ext.

Authorized 4 + Excused 0 + Unexcused 9 = Total Absences 13 Total Lates 18

View by D... View by Cla... Semester All Total Pre./Mem. Days 148.00 / 151.00

Date	Class Entry	Office Reason	Class	Teacher	Auth.
01/12/2005	Late		U25	A3 Macdougall, Colleen	No
01/06/2005	Late	un.Tardy Unexcused	H36	A4 Cornelius, Broderick	No
01/06/2005	Late	un.Tardy Unexcused	U25	A3 Macdougall, Colleen	No
01/04/2005	Late	un.Tardy Unexcused	U25	A3 Macdougall, Colleen	No
12/22/2004	Absent		E04	11 Shirley, Alissa	No
12/22/2004	Absent		H36	A4 Cornelius, Broderick	No
12/22/2004	Absent		S31	A2 Cohen, Rose	No
12/16/2004	Late		U25	A3 Macdougall, Colleen	No
12/10/2004	Absent	un.Unexcused Absence	E04	11 Shirley, Alissa	No
12/10/2004	Absent	un.Unexcused Absence	H36	A4 Cornelius, Broderick	No

Summary Attendance History Modify Absence



13.0 Admitting a Student

In DC STARS the words admit and enroll are used synonymously. Registered status means that a student has been verified as attending your school. Students may be admitted before or after the beginning of a school year. The Admit Student screen is the one place where you can view all the students in DC STARS, regardless of which school the student attends. For transfer students, the Admit Student screen is where you can select students to admit into your school. Similarly for students who have not been enrolled in a District of Columbia school before, you will navigate to the Admit Screen to admit a student into DC STARS for the first time. If a student is in the DC STARS database with a valid DCPS pupil ID, your first priority is to admit that student into your school with the valid pupil ID. If a student is new to DCPS, they will not have a pupil ID. Instead you will admit the student and let DC STARS generate their pupil ID.

Follow these simple steps to admit a student into your school:

1. Click the ADMIT icon to initiate the Admit Process.

Start Screen Instance: stars Rel. 10.1

SELECT STUDENT SELECT SCHOOL **ADMIT** WDR CALL TO OFFICE add: 2+3=5 REPORTS SYSTEM CODES

Current School Selected: 452 Ballou Senior High School Semester: 1 User: RINGGOLDL01

Current Student Selected

Pupil No. [] Not Registered

Legal Last Name [] Suffix []

Legal First Name []

Sex [] Grd [] Phone No. [] Birthdate []

Home Room [] Withdraw Date []

☐ All (current + wdr) ☒ Current

Basic
Parents
Medical
Alt Address
Contacts
Courses
Hrm Staff
Diploma
Transcript
Notes
Incidents
Timetable
Note/Incident
Print



2. Perform an exhaustive query in the Admit Student screen. This ensures that multiple records are not created for the same student.

2.1 Query three ways using the student's **Legal Name** (last name) **Birth Date**, and **Pupil No** (Pupil Id) to ensure that the student does not already exist in the data base. If you find that the student is already in DC STARS, you will click the **Select** button to select that student record and bring the student into your school.

Note: An exhaustive query must be performed to find the correct student record and avoid creating a duplicate student record.

2.2 If the student is not found by querying the Admit screen then select the **Enroll New** button to admit the student into your school and into the DC STARS database. The Enroll New button will cause the Basic Student Demographics Screen to open in Admit Mode. Populate the required fields on the Basic Student Demographics screen as well as the required information on the other screens in the demographic loop. There are 13 required fields on the Basic Student Demographics Screen.

1. Legal Last Name
2. Legal first Name
3. Gender
4. Birth Date
5. Proof of Age
6. Ethnicity/Race
7. Admission Information
8. Section
9. Street
10. City
11. State
12. Zip Code
13. Proof of Address
14. Mailing Address



As we discovered when exploring the Student Demographic Loop, there is a tremendous amount of information collected on a student. There are 13 Required Fields that must be completed in order to create a student record. Some fields require additional steps in order to populate the information. Populating the Property Address and Mailing Address requires additional steps:

3. Open the Valid Streets Table window by clicking on the look up button

Property Address

Address Mod Date

Street Lowell Street NW

Complex Apt #

City/Munic Washington

County

State DC Zip Code 20016

Valid Streets Table

Street	Municipality	Street Side	Low	High	Postal Code
King%					

Select Cancel

3.1 Enter the first word or letter of the street name in the Street field on the Valid Streets Table window, then enter the wildcard character (%), and hit **F8**. The Valid Streets Table contains only District of Columbia street information. Remember to query a specific street name rather than simply hitting **F8** to avoid generating a lengthy list of valid streets.



If you queried for King% your search will return, for example, all streets that begin with the word “King” including both King PI NE and King PI NW.

Street	Municipality	Street Side	Low	High	Postal Code
King PI NE	Washington	Conse...	2900	2999	20018
King PI NW	Washington	Conse...	2200	2399	20007
Kingman PI NW	Washington	Conse...	1500	1599	20005

Highlight the correct record

Click the SELECT button to automatically populate the **Street**, **City/Munic**, **State** and **Zip code** fields on the **Basic Student Demographics** screen.

3.2 Select the student's proof of address from the **Proof of Address** drop down list.

Property Address

Address Mod Date

Street

Complex

City/Munic

County

State DC

Zip Code

Invalid Addr. Reason

X-Bound...

Proof of Address

Mailing Address

Previous School/District

District

School

State

Ad

Extended time provided

Katrina Hurricane Waiver

New student, has 10 days

No/incomp verification on file

Out of District

Ver according to DC regulation

Ward of State

3.3 Populate the **Street** number field. Populate the Apt # if applicable.

Property Address

Address Mod Date

Street

Complex

City/Munic

County

State DC

Zip Code

Invalid Addr. Reason

X-Bound...

Proof of Address



3.4 If the student's mailing address is the same as the property address, click on the **Same as Property Address..** check box to automatically populate the Mailing Address field with the student's address.

If the student's property and mailing addresses do NOT match, manually enter the student's mailing address in the Mailing Address field.

The Mailing Address field is the address used when generating student mailing labels.


4.0 For students that reside at an address outside of DC enter the student's address MANUALLY. Do not use the Valid Streets Table look up feature.

4.1 Enter the student's address manually

4.2 Select the appropriate entry from the Invalid Addr. Reason drop down list

4.3 Enter the correct proof of address entry from the drop down list.

4.4 Manually enter the address into the Mailing Address field

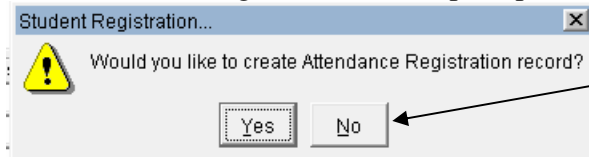
5. Click the  Save button when you are ready to save the record.

6. A release of information prompt appears after saving the student record.

Make the correct selection by clicking either the Yes or No button

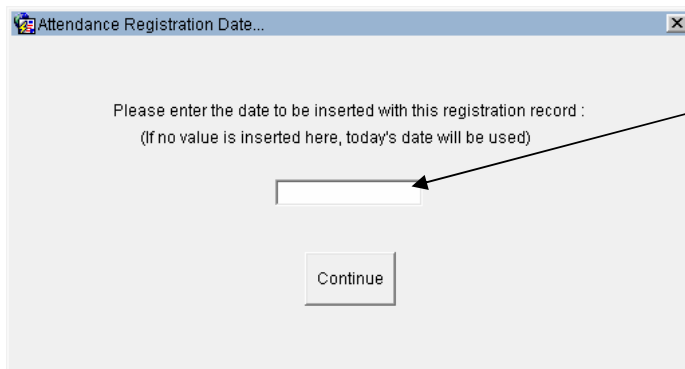


6.1 Attendance Registration record prompt.



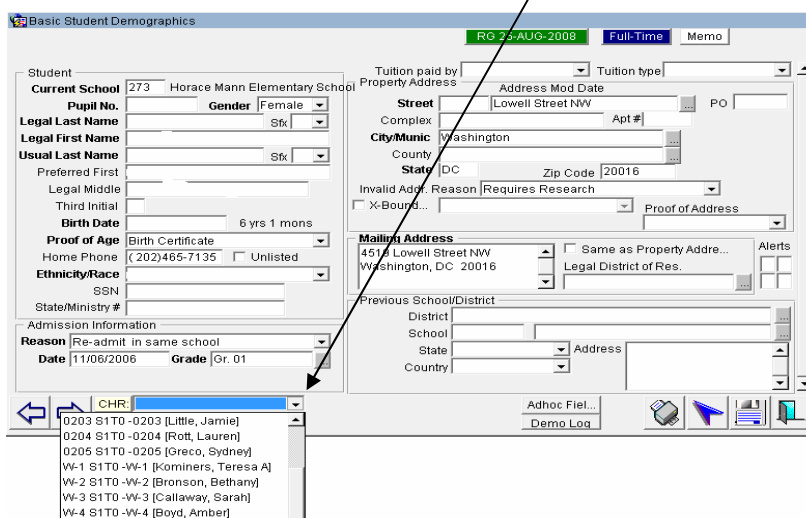
Click the **No** button to ensure that the record for a student admitted before the school year starts is marked as **Not Registered**.

If admitting a student during the school year click the **Yes** button. This action will open the Attendance Registration Date window; enter the student's registration date. After entering the student's registration date click the continue button, the student's record will be saved and marked with the correct registration date.



If the date field is left blank the current date will be used.

6.2 After saving the student record click on the CHR button to assign the student to a homeroom using the **CHR** drop down list.





6.2.1 Click on the Adhoc Field button to open the Enter Adhoc fields screen.

Basic Student Demographics

RG 25-AUG-2008 Full-Time Memo

Student: 273 Horace Mann Elementary School

Tuition paid by: Tuition type:

Property Address: Address Mod Date: Street: Lowell Street NW Apt #: PO:

Complex: City/Munic: Washington County: State: DC Zip Code: 20016

Invalid Addr. Reason: Requires Research X-Bound: Proof of Address:

Mailing Address: 4519 Lowell Street NW Washington, DC 20016 Same as Property Address: Legal District of Res.:

Previous School/District: District: School: State: Country: Address:

Admission Information: Reason: Re-admit in same school Date: 11/06/2006 Grade: Gr. 01

CHR: 0203 S1T0 - 0203 [Little, Jamie] 0204 S1T0 - 0204 [Rott, Lauren] 0205 S1T0 - 0205 [Greco, Sydney] VV-1 S1T0 - VV-1 [Kominers, Teresa A] VV-2 S1T0 - VV-2 [Bronson, Bethany] VV-3 S1T0 - VV-3 [Callaway, Sarah] VV-4 S1T0 - VV-4 [Boyd, Amber]

Adhoc Field Demo Log

6.2.2 Click the Change button on the Enter Adhoc Fields screen to open the DATA ENTRY WINDOW screen.

Enter Adhoc Fields

All Enterprise District School

Category: Student Situation: White, Johnathan

Sub Category: More Student Info

Field Name	Entry Level	Data Type	Field Value	
After-school 08-09	Enterprise	Drop Down		Change
Attendance Boundary	Enterprise	Drop Down		Change
Don't Release to MIL Next YR	Enterprise	Check Box	Unchecked	Change
Don't Release to Military	Enterprise	Check Box	Unchecked	Change
English Proficiency	Enterprise	Drop Down		Change
Enrollment Method for Next YR	Enterprise	Drop Down		Change
Immunization Compliant	Enterprise	Drop Down		Change
LEP/NEP Assessment (non-DCP)	Enterprise	Drop Down		Change
Lunch Code	Enterprise	Drop Down		Change
Transportation Types	Enterprise	Drop Down		Change
Verify Residency for Next YR	Enterprise	Drop Down		Change
				Change
				Change
				Change



STARS

Student Tracking and Reporting System

DC STARS Student Information Manager Guide

Select the appropriate entry from the Value drop down list for the Attendance Boundary adhoc fields.

Click the  SAVE button to save your entry.



STARS

Student Tracking and Reporting System

DC STARS Student Information Manager Guide

14.0 Withdrawing a student

Prior to withdrawing a student ensure that all student absences and advisory or final marks have been entered into the system. Print the following reports: Report card, Transcript, Attendance Summary Report, Transfer Form, and Office Index Card.

Follow these steps to withdraw a student:

1. To print report reports query the student on the START screen and click the **Print** Print quick access button.

Enter checkmarks into the boxes for the Report Card, Student Transcript, Attendance Summary, Student Transfer Form, and Office Index Card.

Click the Printer Icon to view the reports.



STARS

Student Tracking and Reporting System

DC STARS Student Information Manager Guide

2. Click the **WDR** icon to initiate the Withdrawal process.

3. Enter the Withdrawal Date and Reason. The withdrawal date is the first day of non-attendance.

4. Click the **Withdraw** button.



5. Respond to the prompt “Did you print all reports successfully?”

319 DCPS School 113 Homeroom No Homeroom

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9210373 Abernethy Alzhnay F 07/13/2002 01 S

Withdrawal Parameters

Date Reason

09/03/2008 Transfer within LEA

Country State

☐ Expulsion

☐ Remove Locker Information for Home School

☐ Remove Locker Information for Other Schools

Planned Destination and/or

Next School

Memo (Information For New School)

Review Items

Notes Incidents

Fee/Refund Extra-Curricular

Assistance Programs

Adm/Mdr History Director

Print before withdrawing...

Did you print all required reports successfully?

OK Cancel

Withdraw No Show

6. Select Continue Withdraw.

Final Check!

Select a Cross Enrolment Withdrawal Reason

☒ Withdraw from school

☐ Transfer to cross-enrolled school

☐ School of Record Transfer

School Admission Reason

Next Year Course Selections

☐ Keep Courses ☐ Delete Courses

Admit Date Admit Reason

Team Group Delete Values

End Date Exit Reason

09/03/2008

Continue Withdraw Cancel Withdraw

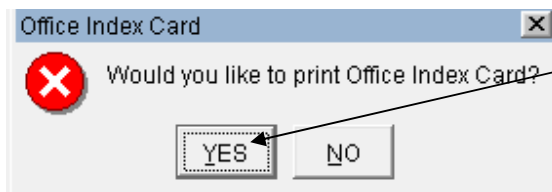
If the student is cross-enrolled at another school select a withdrawal reason from the **Cross Enrolment Withdrawal Reason** drop down list.

7. Click OK on the Withdraw Status window



As indicated in the **Withdraw Status** window the student has been withdrawn from your school. Once the student has been admitted by another school you lose ownership of the record and will not be able to view the student's data.

8. Respond to the prompt to print the student's Office Index Card.



Select yes to display and print the Office Index Card.



15.0 School Functions

15.1 School Details Screen

Navigation Path: School > School Information > School Details

School Details

School ID: 432 Old School #: 432
School #: 432 Code: 432 MiniState No.: 432 ?
Name: DCPS School 165
Address: 2001 10th Street, N.W.
Washington, DC
Zip Code: 20001 Fax: (202)673-6543
Phone: (202)673-7329 or
Mailing Address:
Email:
Principal: [Field]
Email: i@k12.dc.us
Vice Principal(s): 1. [Field]
2. [Field]
3. [Field]
Type: Middle/Junior/Intermediate
Sub-Type: Regular Day School
Home Room Assign: By class period Period: 1
Attendance Type: Period
Alternate Period Attendance: ☐
Default Office Abs Code: ?
Default Office Late Code: ?
Check the days the school has classes: ☒ Monday ☒ Wednesday ☒ Friday
☒ Tuesday ☒ Thursday ☐ Saturday
Course Capping: ☐ On ☒ User Choice ☐ Sunday
☒ Courses In Use ☐ Using Course Alternates
Enrollment: Prev [Field] Curr 298 Next [Field]
Total Instructional Days: 0
Buttons: Picture Locations, Logo, Add School, Show Track Schools

School demographic and administrative information may be updated on the School Details screen.

15.2 Staff Maintenance

Navigation Path: School > School Information > Staff Maintenance

District of Columbia Public Schools Student Information System

Main Menu Common View School Administration Lock Mail Query Help Window

Select School
Announcements
School Information
Course Information
Fee Management
Incident Reporting
Injury & Accidents Reporting
Nursing Information
ERs Outstanding
Transportation
Design Letters
All Student Correspondence
Attendance Intervention
Mark Information
Option Sheet
Master Timetable Builder
Mass Simulation
Exam Timetable Builder
GPA Module
Report Card Setup
Pre Transition
Scheduling Utilities

Current School: 432 DC
Current Student: Pupil No. [Field]
Legal Last Name: [Field]
Legal First Name: [Field]
Sex: [Field] Grd: F
Home Room: [Field]
All (current) Current

Basic
Parents
Medical
Alt Address
Contacts
Courses
Hrm Staff
Diploma
Transcript
Notes
Incidents
Timetable
Note/Incident
Print



15.2 Staff Maintenance Continued

432 DCPS SCHOOL 165

☐ Teaching Staff ☐ Current ☐ Next
☐ Non-Teaching St...
☐ All Staff

Initials	Name	SSN	ID	Paid by Other District	Select
AAH	Beam, Laura	52717		<input type="checkbox"/>	?
ALS	Beard,	52295		<input type="checkbox"/>	?
MCC	Bolick,	52296		<input type="checkbox"/>	?
MM1	Boone,	46222		<input type="checkbox"/>	?
MMM	Brown,	52542		<input type="checkbox"/>	?
MP	Buff,	52711		<input type="checkbox"/>	?
ALW	Bumgarner,	52299		<input type="checkbox"/>	?
MP2	Burris,	46223		<input type="checkbox"/>	?
MS2	Caldwell,	46224		<input type="checkbox"/>	?
AWL	Campbell,	52291		<input type="checkbox"/>	?
BA2	Clark,	46207		<input type="checkbox"/>	?
MTH	Cloninger	52082		<input type="checkbox"/>	?

Help Staff Details ADD DEL

Click the ADD button to add new staff.

Click the DEL button to delete staff.

432 DCPS SCHOOL 165

☐ Teaching Staff ☐ Non-Teaching Staff ☐ All Staff
☐ Current ☐ Next

Basic

Teacher Id 52717
Last Name Initials AAH
First Name Prefix
Middle Name
Name Beam, Laura
Birthdate Gender Female
Ethnicity
Employee # SSN
Address
State Id ☒ Teacher Indicator
Sub Id ☐ Paid By Other District
Cert Name
Experience
☐ Service Provider #

Contact Details

Phone # Unlisted ☐
Voice Mail #
Work #
Cell Phone #
Pager #
E-Mail
E-Mail Password

Assigned Room [212] 212

Grades Taught Add Delete

Vehicles

Make	Model	Year	Color	Plate #	Parking

Photo Staff Roles Qyal Timetabling ... Medical L... Trans

Curr Subject Access ADD DEL

The Staff Details screen opens after clicking the ADD button

In the Staff Maintenance Details screen, enter the following required fields:

1. Last Name,
2. First Name, Initials (3 digits)
3. Birth Date (must have at least month and day, year may be set to 2000)
4. Gender
5. SSN (must have at least the last 4 digits).



STARS

Student Tracking and Reporting System

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15.3 Rooms

Navigation Path: School > School Information > Rooms

The screenshot shows the 'District of Columbia Public Schools Student Information System' window. The 'School' menu is open, and 'Rooms' is highlighted under the 'School Information' sub-menu. The 'Current School' is 432, and the 'Current Student' is 9080382. The 'Rooms' menu item is highlighted in blue.

The 'Room Maintenance' window displays a table of rooms. The 'School' is 432 and the 'Name' is 'DCPS School 165'. The table has columns for 'Code', 'Long Name', 'Ext. Code', 'Capacity', and 'Room Type'. The 'Long Name' column is highlighted with a red box.

Code	Long Name	Ext. Code	Capacity	Room Type
100	100			
105a	105A			
106	106			
107	107			
108	108			
109	109		35	
110	110		35	
112	112		35	
113	113		35	
122	122		35	

Enter a code in the code field.

Enter a Long Name in the Long Name field. Information populated in this field is displayed on reports.



15.4 Adding and Deleting Homerooms

Navigation Path: School > School Information > Homeroom Maintenance

Main Menu Common View **School** Administration Lock Mail Query Help Window

Start Screen Instance: tr Select School

SELECT STUDENT SCHOOL ADMIT LMR

Current School
432 DCF

Current Student
Pupil No. 9080382
Legal Last Name Acome
Legal First Name Jamie
Sex Grd F 08 (2008)
Home Room *****

☐ All (current +)
☒ Current

Announcements
School Information
Course Information
Fee Management
Incident Reporting
Injury & Accidents Reporting
Nursing Information
ERs Outstanding
Transportation
Design Letters
All Student Correspondence
Attendance Intervention
Mark Information
Option Sheet
Master Timetable Builder
Mass Simulation
Exam Timetable Builder
GPA Module
Report Card Setup
Pre Transition
Scheduling Utilities
Mass Updates

School Details
Non-School Days
Reporting Periods
Schedule
Timetable Layout
Departments
Lockers
Lunch Menu Items
Rooms
Staff Maintenance
Staff Attendance
Substitute Teachers
Staff Duties
Teacher Workload
Teams/Groups
Volunteers
Home Room List
Home Room Assignment
Home Room Maintenance
Mass Assignments
Semester Turn-Over

Basic
Parents
Medical
Alt Address
Contacts
Courses
Hrm Staff
Diploma
Transcript
Notes
Incidents
Timetable
Note/Incident
Print

Home Room Maintenance

☒ Current ☐ Next Year

Year School Name
2008 450 ANACOSTIA SENIOR HIGH SCHOOL

Home Rooms


HRRoom	S	T	Se...	Used	Teacher	Room	Class Type	Full/Half Time	AM	PM	Course Type
106	1	0	35	39	Dennis, Susan	106	Full Ti...				
108	1	0	35	21	Carter-Sykes, Ms	108	Full Ti...				
112X	1	1	35	6	Andrews, Melvin	112	Full Ti...				
112Y	1	2	50	6	Andrews, Melvin	112	Full Ti...				
121A	1	0	50	20	Saunders, Charl	121A	Full Ti...				
121BX	1	1	50	20	Stewart, Willie	121B	Full Ti...				
121BY	1	2	50	17	Stewart, Willie	121B	Full Ti...				
122	1	0	35	13	Williams, Felec	122	Full Ti...				
125A	1	0	50	22	Benitez, Natash	125A	Full Ti...				
125B	1	0	50	35	North, Carol Ann	125B	Full Ti...				
126A	1	0	35	4	Creighton, Shel	126A	Full Ti...				
126BY	1	2	50	4	Rudd, Ms.	126B	Full Ti...				

Additional Teachers
Home Room Change Log


Home Room List State Homeroom Maint.

ADD DEL



- **HRoom** is the abbreviation for Homeroom code. This code, which can match the room number, may be four alpha or numeric characters in length.
- **S** is the abbreviation for Semester.
- **T** is the abbreviation for term.
- **Se...** is the abbreviation for Seats. Insert the maximum number of seats allocated to the classroom.
- **Used** is the abbreviation for the number of Seats used. This total will be automatically calculated based on the number of students assigned to the homeroom.
- **Teacher** is the teacher assigned to the homeroom. Select from the ellipsis  button.
- **Room** is the location of the homeroom. Select from the drop-down.
- **Full/Half Time**. Choose Full Time status for all homerooms. **This is required to input homeroom attendance.**

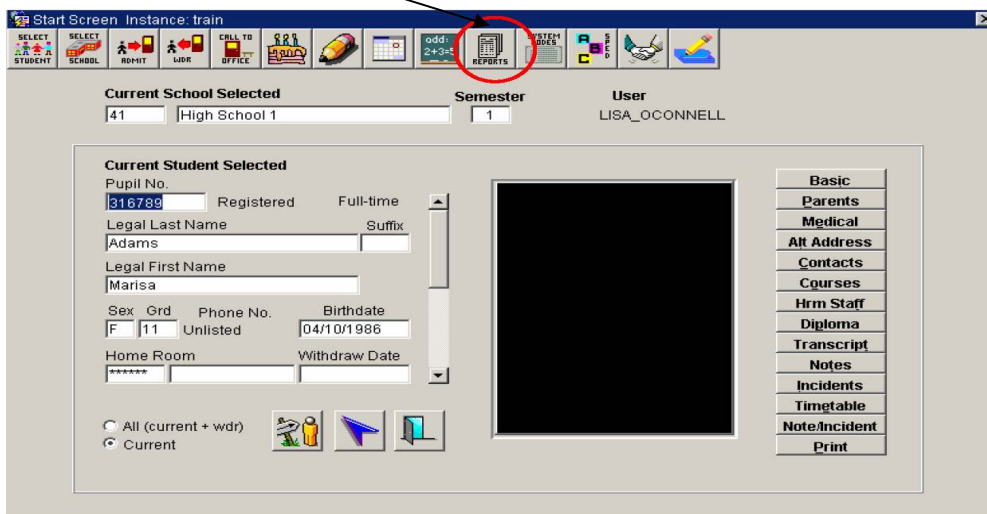
To add a new homeroom, proceed as follows:

1. Click the **ADD** button on the bottom right side of the **Home Room Maintenance** screen.
2. Once you click the **ADD** button, a new blank record appears, ready for data input.
3. Enter the homeroom code in the **HRoom** field. This code, which can match the room number, may be a maximum of six alpha or numeric characters. For example, Room 213 might be assigned a homeroom code of 213, 0213 or Z213. The homeroom code combined with the Semester must be unique.
4. Enter the number 1 in the S field.
5. Enter the number of seats allocated to the classroom in the Se... field.
6. Populate the Teacher field by clicking on the ellipsis  button and selecting the correct teacher.
7. Click on the **Room** drop-down and scroll through the list to select the correct room by clicking on it.



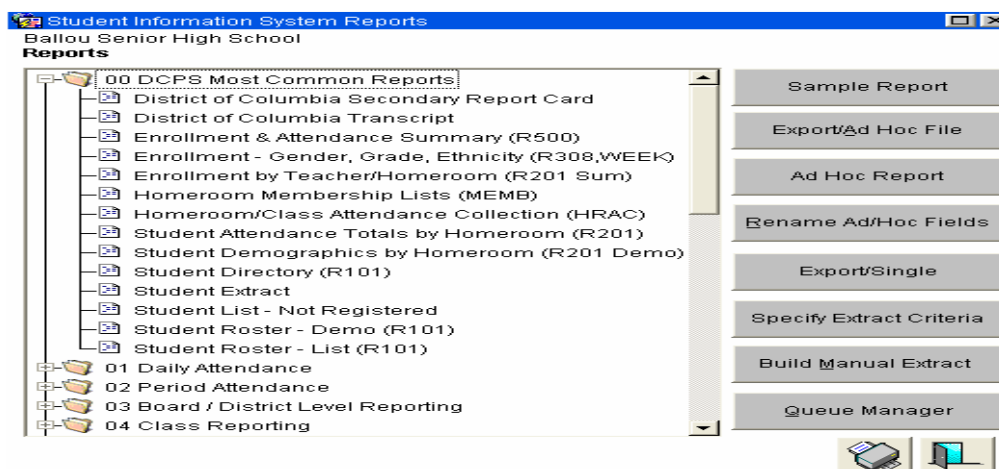
16.0 Accessing Reports

On the start screen, click the Reports icon to display the student Information System Reports Screen.



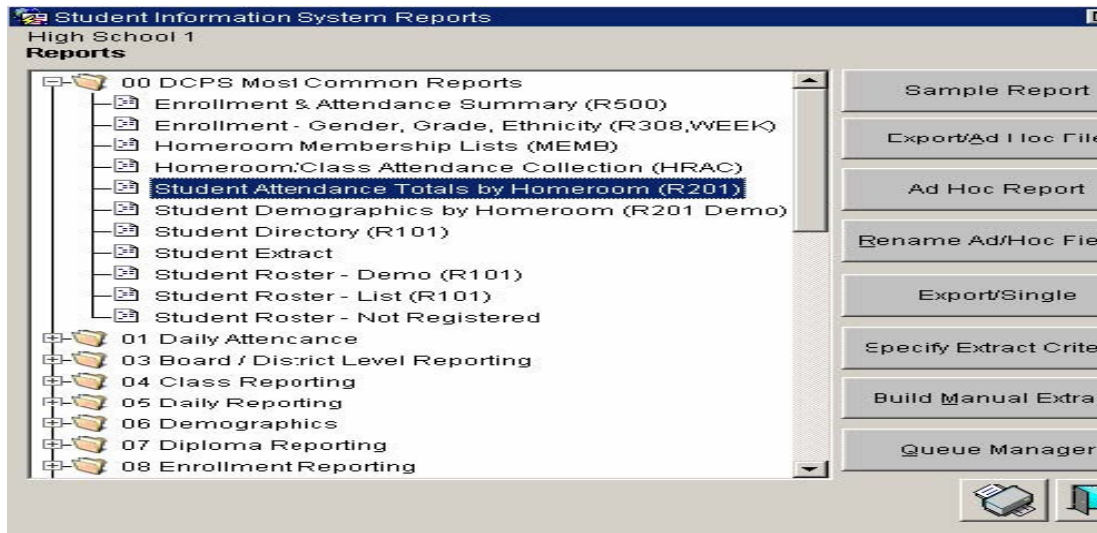
16.1 Utilizing the Student Information System Reports Screen

The student Information System Reports Screen lists Report Groups and their associated reports. Click the plus (+) sign next to any report Group name to view the associated reports within that group.

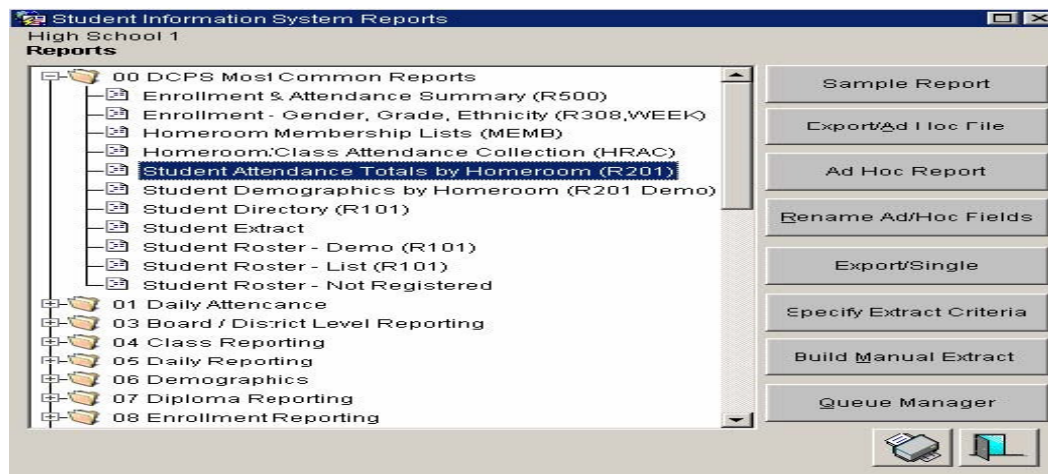




16.2 Generating a DC STARS Report

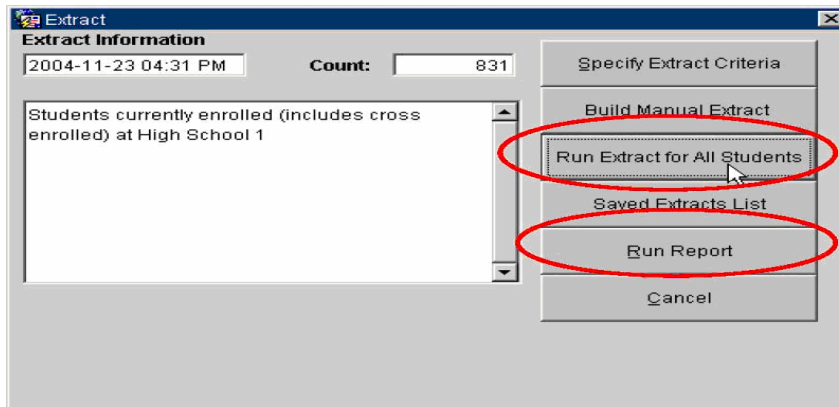


16.2.1 After opening a Report Group, double click on the report you want to run.

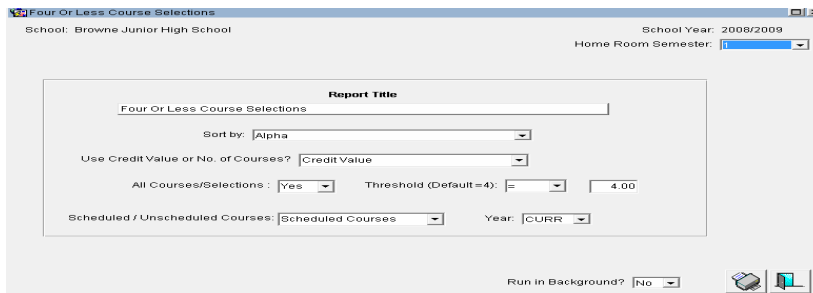




16.2.2 If the extract screen displays, click on the run extract for all students button and then click on the run report button, if the extract screen does not display skip to step 16.2.3



16.2.3 Set parameters based on your information management needs.



NOTE: Some reports will not require parameters.



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16.2.4 Click the Printer icon to generate the report in Adobe Acrobat Reader.



School: Hart Middle School

School Year: 2007/2008

Extract: 2007-08-27 03:54 PM

Home Room Semester:

Report Title

Student Attendance Totals by Homeroom (R201)

Display student name only?

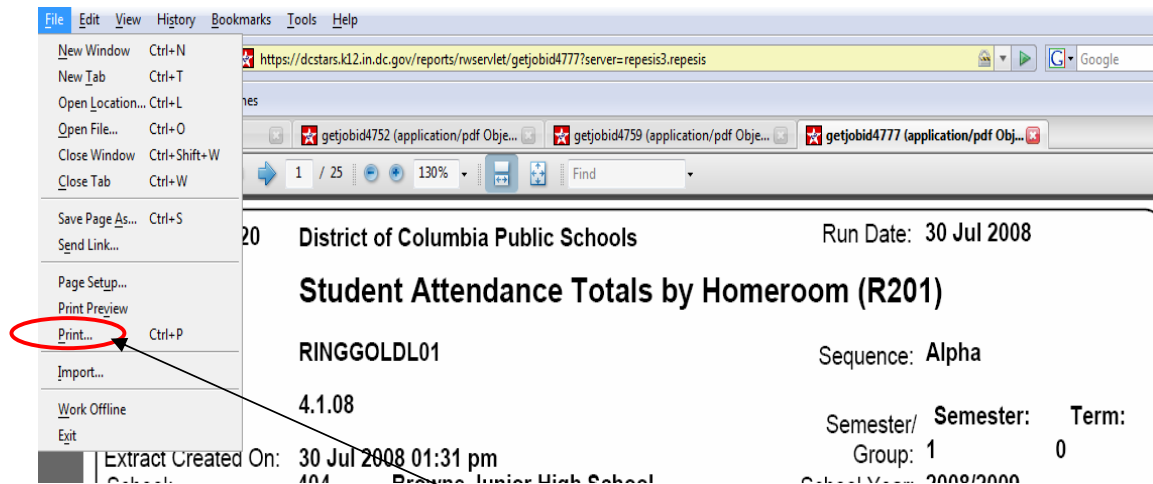
Print in background?



For all reports
Print in
Background?
Field should
be set to No.

Click Printer
icon to
generate the
report in
Adobe
Acrobat.

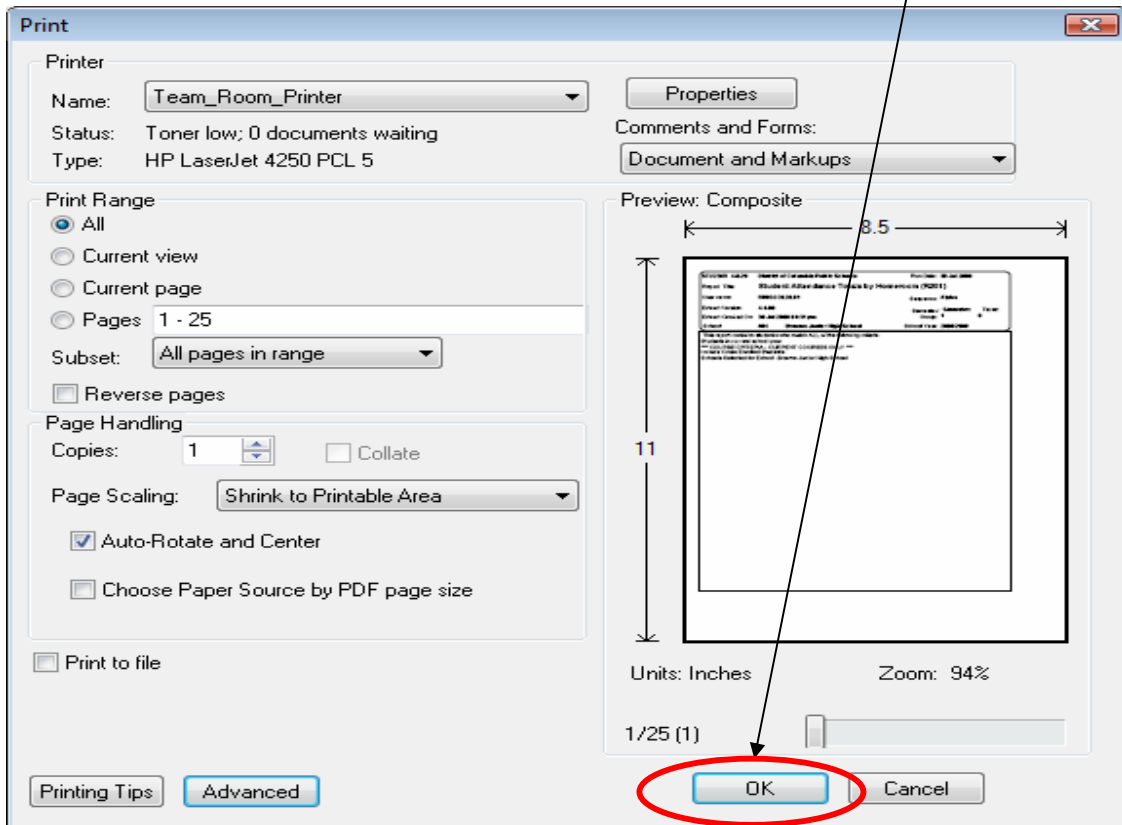
16.2.5 Review the report results, make any adjustments and print the document.



16.2.6 On the menu bar, navigate to file > Print



16.2.7 At the print window, select the printer and proper settings. Click OK to send the file to the printer.





16.3 DCPS Most Common Reports Folder contains 14 of the most frequently used reports.

